

# Retention and Classification Report

**Agency:** Davis County Health Department. Communicable Disease and  
Epidemiology Division (3569)  
Communicable Disease & Epidemiology  
22 S State, Clearfield, PO Box 618  
Farmington, UT 84025  
801-525-5200

**Records Officer** Yvonne Christensen

10787 Communicable disease case records  
10789 Laboratory/diagnostic test results

**AGENCY:** Davis County Health Department. Communicable Disease and Epidemiology Division

**SERIES:** 10787

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**TITLE:** Communicable disease case records

**DATES:** 7/1/2010-

**ARRANGEMENT:** Date of report and then alphabetical by patient's surname  
**DESCRIPTION:**

These files are kept in order to maintain a concise, accurate, and historical record of reportable communicable diseases (infectious diseases, sexually transmitted diseases, human immunodeficiency virus/acquired immune deficiency syndrome, tuberculosis- active disease and latent infection and other illnesses/syndromes). As stated in Utah Code of Communicable Disease Rules (rule R386-702), the report enables the Department of Health to protect public health and prevent and control the spread of communicable diseases. The case records contain personal information including: names, demographics, clinical information, treatment, laboratory/other diagnostic testing, exposed contacts, interview notes, physician/clinic/hospital summaries, investigation report forms, correspondence, and other pertinent information.

**RETENTION:**

Retain 21 years from date of report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year after being converted to electronic format and then destroy.

Computer data files: Retain in Office for 21 years after date of report and then delete.

**AGENCY:** Davis County Health Department. Communicable Disease and  
Epidemiology Division

**SERIES:** 10787

**TITLE:** Communicable disease case records

(continued)

**PRIMARY CLASSIFICATION:**

Exempt UCA 26-25a-101

**SECONDARY CLASSIFICATION(S):**

Protected

**AGENCY:** Davis County Health Department. Communicable Disease and Epidemiology Division

**SERIES:** 10789

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**TITLE:** Laboratory/diagnostic test results

**DATES:** 1990-undated; 2010-

**ARRANGEMENT:** Alphabetical by surname of client

**DESCRIPTION:**

This record is used to assist in the diagnosis of a communicable disease or other health-related circumstances. Testing procedures may include the following specimens: blood, urine, nasal/nasopharyngeal secretions, stool, discharge secretions, lesion fluid, body tissue, CSF, skin scrapings, and respiratory samples. Some types of laboratory/diagnostic testing to be performed include: cultures, ELISA, PCR, antigen/antibody, smears, gram stains, serotyping, quantiferon, genotyping, FTA, RPR, riba, rapid tests, CMP, LFTs, CBC, various panels, susceptibilities, and x-rays. As stated in the Utah Code of Communicable Disease rules (R386-702), the reports enable the Department of Health to protect public health and prevent and control the spread of communicable diseases.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 56.

**AUTHORIZED:** 08/31/1992

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year after being converted to an electronic format and then destroy.

Computer data files: Retain in Office for 4 years and then

**AGENCY:** Davis County Health Department. Communicable Disease and  
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**SERIES:** 10789

**TITLE:** Laboratory/diagnostic test results

(continued)

delete.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Exempt UCA 26-25-3, UCA 26-6-27

**SECONDARY CLASSIFICATION(S):**

Protected